



Nursing Care Quality Assurance Commission  
Continuing Competency Sub-Committee Meeting

Tuesday, November 21, 2006 7:00 pm – 9:00 pm  
Telephone Conference  
Point Plaza East – Conference Room 152

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**Meeting Minutes**

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**Members:** Todd Herzog, Chair; Cheryl Payseno, Pro-tem Member; Diane Saunders, Nurse Administrator; Judy Personett, Nurse Administrator; Marianne Williams, Advanced Practice Member; Linda Batch, LPN; and Robert Salas, BSN, RN.

**DOH Staff:** Chuck Cumiskey, Nursing Practice Manager; Usrah Claar-Rice, Nursing Education Manager; Kim Sobol, Secretary/note taker

I. Call to order/Roll Call

The meeting commenced at 7:05 pm.

Members present: Todd, Judy, Marianne, Linda and Robert

Staff present: Chuck and Kim

II. Approval of September 7, 2006 meeting.

III. Old Business

- A. Changes that were made on the Pilot Project Plan with respect to the Self-Assessment - Todd referenced the Self Assessment; Attachment A, Page 5 and the members discussed the risk of discoverability and made reference to North Carolina's plan.
- B. Questionnaire and key learnings from the Commission members and RN Staff after completing their Portfolios – The members discussed the workshop from the business meeting of November 16, 2006. The members discussed compiling the questionnaires to provide a data overview.
  - 1) A suggestion was to have nursing students start portfolios with reflection as part of their training coursework and then carry this process forward into their careers.
  - 2) Staff nurses who don't currently write reflection or essays may find this activity difficult.
  - 3) The compilation of the portfolio document is not difficult in itself. However finding all the components maybe difficult depending on the nurse's organizational skills.
  - 4) In compiling information for the portfolio at this point implies more is better including letter of reference, awards, and letters of appreciation from patients or families.
- C. Progress on Pilot Sites – Chuck gave report on the Pilot Project. In addition, Chuck gave review of the grant process. Providence St Peter Hospital is still interested in participating as a pilot site. Kindred Hospital of Seattle is also interested in participating as one of NCQAC's first pilot sites.
- D. NCSBN Grant progress – Chuck discussed the budgetary requirements that need to be part of the grant proposal. University of Washington Tacoma Nursing Program cannot participate in the grant written process because of their significant workload and facility that are on sabbatical. It was motioned and approved to actively seek a research person to review the grant process and evaluate budgetary requirements for the future. There is a Nurse PhD who DOH staff are discussing the potential of working on our project.
- E. Talking points from November Commission meeting - Talking points from the Commission meeting November workshop were discussed. Talking points will use the "What's in it for me" theme----- administration, educator, nurse, and public to educate and market the concept to key stakeholders.

IV. New business

- A. Key learning from the Portfolio and Self-Assessment process – What are the budgetary requirements? It was motioned and approved to hire researcher or consultant to help focus on the detail of building a tool to measure outcomes. Chuck will need to develop a budget for this work. A budget for the biennium along with postage needs will need to be part of this work. The consultant or researcher's main work will be focused on grant development and the grant fiscal reports. The second phase for the portfolio surveys should include a "How to do it better" question.

- B. Schedule next meeting – Next meeting date, Tuesday, December 19<sup>th</sup>; Meeting dates through December 2007: Tuesdays - January 16<sup>th</sup>, February. 20<sup>th</sup>, March 20<sup>th</sup>, April 17<sup>th</sup>, May 15<sup>th</sup>, June 19<sup>th</sup>, July 17<sup>th</sup>, August 21<sup>st</sup>, September 18<sup>th</sup>, October 16<sup>th</sup>, November 20<sup>th</sup>, and December 18<sup>th</sup> . Please put them on your calendars or secure these dates into your most successful memory tool.

The meeting adjourned at 8:24 pm